

# GRAND MARAIS ART COLONY

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Nurturing creativity on the North Shore of Lake Superior since 1947

## Memorandum

**TO:** GMAC Artists-in-Residence  
**FROM:** Ruth Pszwaro and Lyla Brown  
**DATE:** 4/21/2021  
**SUBJECT:** Preparedness Plan RE: COVID-19 for Grand Marais Art Festival

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### GRAND MARAIS ARTS FESTIVAL

In acknowledgement of Emergency Executive Order 20-48, 21-01 and 21-07, including subsequent updates, as signed and updated on February 12, 2021 by MN Governor Tim Walz, the following document is intended to serve as the operational guidelines being implemented by Grand Marais Arts, Inc. dba as the Grand Marais Art Colony (120 West 3rd Avenue/Grand Marais, MN 55604) to ensure safe practices by festival artists and visitors for the Grand Marais Arts Festival, July 9 - 11, 2021. The Grand Marais Art Colony is committed to providing a safe and healthy event for all of our festival artists and visitors and our goal is to mitigate the potential for transmission of COVID-19 within our communities. With cooperation by everyone on staff, artists, and visitors we will implement and enforce the following plan.

The following guidelines will come into effect as of April 26, 2021, and will be re-evaluated periodically up until the event set-up date of July 9, 2021. For any festival artist, it is required that they read the entirety and acknowledge, in writing by signing the final page, that they understand and commit to comply with the plan's contents prior to arriving at the event.

As state and local laws/recommendations/protocols change to adapt to the evolving situation, guidance within this document may be amended to assure the Art Colony's continued compliance within our practices. In the event that any or all of the protocols outlined below are to change, all festival artists will be notified in writing via email or by phone as needed. As any future amendments are implemented, all staff and festival artists will be required to provide written confirmation that they have read and acknowledge their compliance. Should the Art Colony have enough foresight and need to pivot to a secondary plan, that decision will be made at least 3 weeks from the event set up date of July 9, 2021 and communicated on June 18, 2021.

To ensure a safe working environment, all festival artists are to read, understand, and comply with all of the following measures:

### OVERVIEW

Festival artists will be able to participate in the Grand Marais Arts Festival in adherence to the following:

1. Artists will wear masks while at the festival.
2. Artists will adhere to the six-foot physical distancing guidelines.
3. Tents will be set up six feet apart.

4. Festival artists may choose to not admit any visitors into their actual tent but create an external space amenable to visitor traffic or allow up to 2 visitors inside their tent at one time.
5. The Art Colony will provide festival artists with hand sanitizer, disinfecting wipes, and additional masks for visitors.
  - a. Additional notes on cleaning and sanitizing are below.
6. Any festival artist who is considered to be a part of a “high-risk” group, as defined by MDH or the CDC, will not be allowed to participate in the festival unless they have received a vaccination.
7. Sick or potentially-sick individuals must not enter the event space.

**By signing and dating I agree that I have read and will adhere to the contents of this section of the Art Colony Arts Festival Preparedness Plan:**

**Signature**

**Date**

## **ADMITTANCE**

In order to abide by the Minnesota State Department of Health guidelines the Art Colony is utilizing the state’s occupancy calculator to determine the number of festival visitors it can host at any one time.

As of April 26, 2021, the Grand Marais Art Colony will admit no more than 465 people into the festival event space at any one time.

In order to manage this change to the event, the Art Colony will take the following steps:

1. The festival perimeter will be secured in such a way as to allow for limited and monitored entry points.
2. Free tickets will be available for festival visitors to sign up for starting in May, 2021, allowing them to sign up to attend the festival for a two-hour block of time.
3. A smaller number of tickets as available, will be reserved for walk-ins.
4. Festival visitors will be given a colored wristband or equivalent to identify them as ticket holders for that specific two-hour segment of time.
5. Upon the close of that two-hour segment of time, that group of festival visitors will exit the event space, followed by a half-hour window to reset, sanitize, and ensure everyone has been cleared so the next group can come in.
6. Festival visitors will be required to wear a mask once in the festival area and are not allowed to bring food or uncovered beverages into the space.

The festival schedule is as follows:

Friday, July 9, 2021 | 6 - 8 pm

Saturday, July 10, 2021 | 9 - 11 am; 11:30 am - 1:30 pm; 2 - 4 pm

Sunday, July 11, 2021 | 9 - 11 am; 11:30 am - 1:30 pm; 2 - 4 pm

1. Festival artists will be given a name tag upon check in and that name tag will serve as their admittance.
2. The name tag also gives festival artists access to the bathrooms which are located in the adjacent school building: the Arrowhead Center for the Arts.
3. Festival artists who have come into direct contact with someone known to have COVID-19 within the last 14 days are not allowed to attend the festival.
4. Festival artists who have contracted COVID-19 less than three weeks from the festival start date are not allowed to attend the festival.
5. Festival artists who have traveled across the nation or internationally within three weeks of the festival and who have NOT adhered to CDC travel guidelines in that time will not be allowed to attend the festival.
6. Festival Artists will be admitted upon receipt of payment, signing the safety plan, and liability waiver.

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#### **SELF-MONITORING PROTOCOL**

Festival artists are required to self-monitor for signs and symptoms of COVID-19. The following policies and procedures are being implemented to assess artists' health status prior to entering the event space and for festival artists to report when they are sick or experiencing symptoms. Self-screening includes checking for the following:

1. Cough
2. Shortness of breath
3. Fever
4. Chills
5. Muscle pain
6. Sore throat
7. New loss of taste or smell
8. Persistent pain or pressure in the chest

Festival artists will receive a self-monitoring check-in sheet in their artist packet during check in and are required to fill this out each day of the festival.

If, during a self-evaluation, an artist has answered "yes" to any of the questions outlined, they will be required to communicate this to the Art Colony event staff. If an artist is at the event when this determination is made, exit immediately, return home, and digitally communicate with the Art Colony event staff.

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Signature

Date

### **PHYSICAL DISTANCING**

Festival artists will be mindful of the spacing between themselves and other Festival artists and visitors. Festival artists can use the bathroom facility in the Arrowhead Center of the Arts, directly adjacent to the main school parking lot, following the cleaning protocol below.

### **PERSONAL PROTECTION EQUIPMENT**

Because there is a shortage of commercially-available masks being used by first responders and medical professions, we ask that everyone wear a re-usable cloth mask or face shield. Double masking is advised. If you choose to make a mask of your own, this should be composed of two-layers of woven cotton cloth that fit snugly over the mouth and nose; alternatively you may wear a face shield that extends an appropriate length and width across your face. If you do not have an appropriate mask, you must speak with the Art Colony event staff about a solution. GMAC has a number of masks available. These masks should be washed in hot soapy water on a regular basis.

The Art Colony will also provide a number of masks to each artist to offer to any visitor approaching their tent without a mask. These masks will also be available at key entry points to the event space and handed out to visitors without a mask by event staff and volunteers.

### **EMPLOYEE HYGIENE AND SOURCE CONTROL**

Basic infection prevention measures are being implemented at the Art Colony for use at all times. Festival artists are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially before and after any mealtimes and after using the restroom. Hand sanitizer will be given to each Festival artist and also available at the Art Colony Info Center Tent and at various locations around the festival.

Festival artists are instructed to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward. Respiratory etiquette will be supported by making tissues and trash receptacles available to all workers and visitors.

Additional precautionary recommendations:

- When using the restroom, Festival artists must use paper towels when turning off the water and opening the door after washing their hands.
- Festival artists are asked to avoid touching their face (most specifically their eyes and mouth) at all times at and after work.

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### **COMMUNICATIONS AND TRAINING**

This Preparedness Plan was communicated via email to all festival artists. Additional communication and training will be communicated during event check in.

Art Colony staff will monitor how effective the program has been implemented by written and/or verbal means. Festival Artists and Art Colony staff are to work through this new program together and update the training as necessary. This COVID-19 Preparedness Plan has been certified by Art Colony management and was posted digitally on the event site as well as sent via email to all festival artists on **April 26, 2021**. This document will be updated as necessary and updates will subsequently be sent for festival artists' signatures.

If you have any questions, concerns, or comments about anything in the aforementioned COVID-19 Preparedness Plan, please reach out to Ruth Pszwaro or Lyla Brown. Thank you for your time, attention, and compliance with everything detailed within this document.

Sincerely,

Ruth Pszwaro, Artistic Director | [programs@grandmaraisartcolony.org](mailto:programs@grandmaraisartcolony.org)

Lyla Brown, Executive Director | [director@grandmaraisartcolony.org](mailto:director@grandmaraisartcolony.org)

PHONE: 218-387-2737

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**Signature**

**Date**

**Print Name**

DRAFT